

JEFFERSON COUNTY CLERK'S OFFICE

ONLINE LAND RECORDS SYSTEM

USER'S GUIDE

Welcome to the Jefferson County Clerk's Office Online Land Records System. This is an instruction guide for using the land records search system. The search system is a product of [MBS Technologies](#). The imaging software viewer is a product of [Adobe](#). All records from August 15, 1984 to present are indexed on this system. The system has the capability of displaying and printing images of documents that have been recorded from June 1, 1992 to the present. If you discover that a document is not available for display on the system, please email the document number, or the book and page number of the document to: websupport@jeffersoncountyclerk.org

For your convenience, the search system is available Monday through Saturday, 8 AM to Midnight, and Sundays, Noon to Midnight. The Jefferson County Clerk's Office reserves the right to restrict access to the system at any time for the purpose of routine system maintenance, system testing, and/or system saves.

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TIPS FOR INTERNET BROWSING AND PAGE NAVIGATION

Please note that the search system has been designed to maximize the use of the keyboard with the Internet Browser. Still some actions are only available by using the mouse. This system works best with Windows XP running Internet Explorer version 6 or higher. For consistency all hyperlinks are in **RED.**

This search system was designed using the standard features of the internet browser. The mouse is the simplest and fastest way to navigate the pages, but some keys will accomplish the same tasks.

Below is a list of some of the more helpful navigation keys:

Use the TAB key to move between option boxes, search criteria fields, and hyperlinks.

Use the Page Up (previous page) and Page Down (next page) keys to scroll through the results pages.

For Drop Down boxes, use the arrow keys to scroll through the item list. If you know the first letter of the selection, press that letter on the keyboard to advance to that letter on the list. For example type D to advance to the Deed book type in the drop down list on the book and page search.

The Go Back link, when available, will return you to the previous page viewed. If you are in the document detail, the Go Back link will return you to the results page. From a search option page, it will return you to the main search page.

From the results page, the Browser's Back option will return you to the search option page if used while viewing the page. To navigate through the results pages, use the Next page and Previous page links or the Page Up and Page Down keys on your keyboard.

The system was designed to remember the search criteria to aid the user in title searches. When the user returns to the search option page, the old criteria is highlighted to easily delete with the delete key or simply type over. To retain the information, the user just needs to press the Tab key.

STARTING A SEARCH

- From the main search page, select a search method by either clicking on the hyperlink or by typing the menu option number in the box and pressing <enter>.

Search Options:

Click on the desired search option, or type its number in the option box and hit the

1. [Search By Control Number](#)
2. [Search By Party Name](#)
3. [Search By Book/Page](#)
4. [Search By Reference Number](#)
5. [Search By Refers To \(book/page\)](#)

[Go to the desired search](#)

- From the Search Option page, enter the Search Criteria required for the search method. After entering the search criteria, CLICK the Search hyperlink or TAB to the search button and press <enter> to submit the search. Pressing <enter> after typing the search criteria will also submit the search.

Each Search Method will have different search criteria to filter searches. To see detailed instructions by search method view that section of this user's guide.

RESULTS PAGE

Once the results page loads, the document search criteria is listed in the header and the results are in the body of the page. Each result will detail all of the property descriptions associated with the record in **Black**, the first party name in **Blue**, as well as the party type, date filed, document type, and the book and page in **Dark Red**. To see all party names, or any other additional information regarding the document index, place an "X" in the Option Box beside the record and press <enter> or simply CLICK INFO. To view the document image, place an "I" in the Option Box and press <enter> or simply CLICK VIEW.

Search Criteria: Control Number 20050505					
Option	Display	Info	Control Number	Party Type	Date Filed
<input type="checkbox"/>	View	Info	200505050001 CERTIFICATE OF AUTHORITY MILLER INDUSTRIAL CHEMICAL INC	1	05/05/2005
<input type="checkbox"/>	View	Info	200505050003 7205 YORK RIVER RD COMPASS HOLDINGS INC	1	05/05/2005
<input type="checkbox"/>	View	Info	200505050004 EVERGREEN PARK NORTH LOT 1 LADEGAST, LAWRENCE, C JR	1	05/05/2005
<input type="checkbox"/>	View	Info	200505050005 EVERGREEN PARK NORTH LOT 1 LADEGAST & HEFFNER	1	05/05/2005
<input type="checkbox"/>	View	Info	200505050006 HARMONY PLACE COND PHASE 3 UNIT 108 GREENLEAF, MICHAEL, D	1	05/05/2005
Option	Next page				

From the results page, the Browser's Back option will return you to the search option page if used while viewing the page. To navigate through the results pages, use the Next page and Previous page links or the Page Up and Page Down keys on your keyboard.

VIEWING THE DOCUMENT

The document will load in a new window on the right side of the screen to allow you to view the index information and document image at the same time. The window can be resized after the image has loaded. If a document image is not available, the new window will launch a page with information on how to acquire a copy of the document.

The screenshot shows a Microsoft Internet Explorer window with the address bar displaying `http://www.landrecords.jcc.ky.gov/records/S2Results.jsp?hidRecPerPage=5&hidCurrent`. The page title is "Jefferson County Clerk's Office - Party Name Search Results". Below the title, there is a search criteria section with the following text: "Enter I to see the document image, X to see more document". The search criteria are: SURNAME: FIFTH THIRD, GIVEN NAME: From Date: , Doc Type: . Below this, there is a table with columns: Option, Display, Info, Party Name, and Part Type. The table contains three rows of results, all for "FIFTH THIRD BANK". The first row is "OLD FAIRGROUNDS WOODS SEC 2", the second is "PARK DUVALLE PHASE 3-A SEC 2", and the third is "1- ILLINOIS & TAYLOR AVES COF". The table also shows "2" in the Part Type column for each row. To the right of the table, there is a sidebar with "Bookmarks", "Signatures", "Layers", and "Pages" sections. The main content area on the right shows a document preview for "Fifth Third Bank Open-End Mortgage and Security". The document text includes "THIS OPEN-END MORTGAGE AND SECURITY AGREEMENT (the 'Mortgage') is made this 12th day of December, 2005, between Fifth Third Bank, a Kentucky corporation (the 'Mortgagee'), and the undersigned (the 'Mortgagor') in favor of Fifth Third Bank, a Kentucky corporation (the 'Mortgagee')". The document also includes "ARTICLE 1 GRANTING PROVISIONS" and "The Mortgagee does hereby grant, bargain, sell, release, convey, assign, and mortgage to Mortgagee, its successors and assigns forever, (a) the real estate more particularly described in Exhibit A attached hereto (hereinafter the 'Site'), Mortgagee, in law or equity, of, in and to such real estate and the building constructed, or hereafter constructed or placed thereon, all of the right appurtenances belonging to such real estate (including all heretofore or hereafter such real estate), and all fixtures of every kind whatsoever located in or on, or in connection with or with the operation of such real estate, buildings, structure connection with any construction now or to be constructed or which may be constructed and equipment now or hereafter delivered to such real estate and extensions, additions, improvements, betterments, renewals, substitutions and the proceeds of any of the foregoing (all of the foregoing, including the Site 'Property').". The document also includes "The Mortgagee further hereby grants, conveys, and assigns to Mortgagee all issues and profits of any of the foregoing and all proceeds of the conversion (whether same into cash or liquidated claims, including, without limitation, proceeds of insurance)". The document number "20562-12-0-1" is visible at the bottom of the preview. The browser status bar at the bottom shows "javascript:openimagewin('JCCOGetImage.jsp?refnum=DN2005075770');" and "1 of 15".

Option	Display	Info	Party Name	Part Type
<input type="checkbox"/>	View	Info	FIFTH THIRD BANK OLD FAIRGROUNDS WOODS SEC 2	2
<input type="checkbox"/>	View	Info	FIFTH THIRD BANK PARK DUVALLE PHASE 3-A SEC 2	2
<input type="checkbox"/>	View	Info	FIFTH THIRD BANK 1- ILLINOIS & TAYLOR AVES COF 2- TAYLOR & ILLINOIS AVES COF 3- CAMP TAYLOR MAIN UNIT PR "DB 7799 P 66" 4- CAMP TAYLOR MAIN UNIT LO ILLINOIS AVE & TREVILLIAN WA 5- CAMP TAYLOR MAIN UNIT DD	2

When viewing the Document Index Information Page, there are several ways to view the document from the detail screen. You can CLICK VIEW or type I in the Option Box and press <enter> to load the document image. The Reference number is also a hyperlink to load the document image.

DOCUMENT DETAIL SCREEN

Jefferson County Clerk's Office - Document Information

Reference Number:	DN 2005 075770	Session Number:	7152	Receipt No. :	003252
Control Number:	200505120828	Document Type:	MTG	Description:	Mortga
Book/Page:	M 09373 0481	Pages:	15	Amount:	113600
File Date:	05/12/2005	File Time:	02:27:26	Signed Date:	

Doc Refers To: [M 09373 0481](#) (Click to Display Search Results for Refers To)

Verified: [Yes](#) Released: [No](#) Assigned: [No](#) Min #:

Changed: [N](#) Changed Document: [N](#) Changed Party: [N](#) Changed Property: [N](#) Changed Notation: [N](#)

Type Party names (Surname, Given, Middle)

- 1 [LOUISVILLE REAL ESTATE DEVELOP, MENT CO](#)
- 2 [FIFTH THIRD BANK](#)

Property Description:

[PARK DUVALLE PHASE 3-A SEC 2 REV LOT 117](#)

Notations:

Enter M to view [Document Changes](#)

or enter I to [VIEW](#) the image: [Option](#) [Go back](#)

The document detail screen has two hyperlinks that serve two different purposes.

The Doc Refers To field has a link to launch a Refers To search on the document's book and page number. The search results launch in a new window. If a document has a release or assignment associated with it, the search will return results; if it does not the new window will report NO DOCUMENTS FOUND. Close the window after you have finished the Refers To search or the window will not launch in the front the next time the link is used from the detail screen. For more information on the Refers To search view the search method section of this user's guide.

The Document Changes link tracks indexing changes on the record. If a field in the Changed column has a Y, you can view the document change detail by clicking on the Document Changes hyperlink or typing M in the option box and pressing <enter>.

INSTRUCTIONS FOR EACH SEARCH METHOD

HOW TO SEARCH BY CONTROL NUMBER

Select Option 1, Search by Control Number and press <enter>, or CLICK on the Search hyperlink.

Note: This search method is mainly for Clerk's Office internal use.

- Type in the Control Number and press <enter> or CLICK Search. The control number is in year, month, and day order. To view a list of documents recorded by date, just enter the four digit year, two digit month, and two digit date, example: 20050505.

Control Number Search Criteria:

Type the desired search criteria, then click on the Search button or hit the enter key.

To use the Control Number search to find all documents recorded on a specific date the format is YYYYMM

Control Number:

[Search](#) [Go back](#)

To see additional information regarding the document record, place an "X" in the Option Box beside the record and press <enter> or simply CLICK INFO. To view an image of the document, place "I" in the Option Box and press <enter> or simply CLICK VIEW.

HOW TO SEARCH BY PARTY NAME

Select option 2, Search by Party Name and press <enter>, or CLICK on the Search hyperlink.

This search is used when the name of the party is known. You can specify last name, first name, middle name, date filed, document type, party type, and/or group. This search gives you a list of documents sorted by name.

Type the party's surname (last name) or name of the company in the "Surname" field. This system also allows for partial searches. By typing in "A" for the surname, the system will show you every name that starts with an "A" (A, ABBEY, ADAMS, etc.)

Party Name Search Criteria:

Type the desired search criteria, then click on the Search button or hit the enter key. (You must enter something in the Surname or "Date Filed From" in order to search.)

Surname: Given Name: Middle Name:

Date Filed From: To: (MMDDYYYY)

Doc Type Group Party Type:

[Search](#) [Go back](#)

The more search criteria that is filled in, the more specific the search will be.

If the user needs to look at a particular type of document, type in the Surname, Given Name, Middle Name/Initial in the correct fields along with the Doc Type from the drop down box. This will show all the information in the database under that particular name associated with that document type.

To search for a party or any document type on a specific date or range of dates, the format is represented as MMDDYYYY in the Date Filed Field.

For more information on Group Types and Party Types, visit the Land Records FAQ.

To see additional information regarding the document record, place an "X" in the Option Box beside the record and press <enter> or simply CLICK INFO. To view an image of the document, place "I" in the Option Box and press <enter> or simply CLICK VIEW.

HOW TO SEARCH BY BOOK & PAGE NUMBER

Select option 3, Search by Book and Page Number and press <enter>, or CLICK on the Search hyperlink.

The user will need to know the following information to use this option:

Type of Book

Book Number

Page Number

The results for this search are sorted in book and page order.

Select the Book Type from the drop down box. (Use the mouse or the arrow keys on the keyboard to scroll through the list. Or, you can press the first letter of the Book Type to advance through the drop down box list.)

Next, use the tab key to move to the first box and enter the book number, tab again to enter the page number in the second box. Leading zeros do not have to be entered.

Press <enter>, CLICK Search, or tab to the search link and press enter to submit the search.

Book-Page Search Criteria:

Type the desired search criteria, then click on the Search button or hit the enter key

No leading Zeros are required. The Page number is an optional field.

Book Type: Book: Page:

[Search](#) [Go back](#)

To see additional information regarding the document record, place an "X" in the Option Box beside the record and press <enter> or simply CLICK INFO. To view an image of the document, place "I" in the Option Box and press <enter> or simply CLICK VIEW.

HOW TO SEARCH BY REFERENCE NUMBER

Select option 4, Search by Reference Number, press <enter>, or CLICK on the Search hyperlink.

The reference number is the number printed on each document when it is recorded. The search is sorted in reference number order. The reference number always starts with DN and is followed by a ten digit number beginning with the four digit year. For example: DN2000012345.

- Enter the document number in the search fields and CLICK on Search or tab to the Search link and press <enter>.

Reference Number Search Criteria:

Type the desired search criteria, then click on the Search button or hit the enter key.

Reference Number:

[Search](#) [Go back](#)

To see additional information regarding the document record, place an "X" in the Option Box beside the record and press <enter> or simply CLICK INFO. To view an image of the document, place "I" in the Option Box and press <enter> or simply CLICK VIEW.

HOW TO SEARCH BY REFERS TO

Select option 5, Search by Refers to press <enter>, or CLICK on the Search hyperlink.

This search method is used to find all documents that refer to a particular document. The search will tell you if a mortgage has been released or assigned. You must know the book and page number to activate the search.

Select the Book Type from the drop down box. (Use the mouse or the arrow keys on the keyboard to scroll through the list. Or you can press the first letter of the book type to advance through the drop down box list.)

Next, use the tab key to move to the first box and enter the book number, tab again to enter the page number in the second box. Leading zeros do not have to be entered.

CLICK search to submit the search or press <enter>.

Refers To (Book-Page) Search Criteria:

Type the desired search criteria, then click on the Search button or hit the enter key.

Book Type: Book: Page:

[Search](#) [Go back](#)

To see additional information regarding the document record, place an "X" in the Option Box beside the record and press <enter> or simply CLICK INFO. To view an image of the document, place "I" in the Option Box and press <enter> or simply CLICK VIEW.

For more information on codes, group types, and index information visit the LAND RECORDS FAQ.